

TUART FOREST PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED



TFPS P&C Meeting

All are welcome to attend, contribute to the P&C and to meet some other families and people in the school community. Membership to the P&C is \$1, this gets you voting rights for the year.

We would like to commence at 6.00pm so if could arrive a little earlier then we can start on time.

Hope to see you there.

When 07-05-2018 at 02:00

Location: Tuart Forest Primary School, Crystal Bend, Dalyellup WA 6230, Australia

Chairperson Alison Sander

Minute
taker Susanna Throne

Present Tamara Britton , Melonie Chivers , Nickola Crompton , Alison Sander (Executive Member- 1), Aneke Smit , Susanna Throne

Apologies Lisa O'Neill , Jasmine Scott

Minutes

1. Welcome

Meeting opened at 6pm by Renee Freeman

1.1. Attendees

Renee Freeman, Jennifer Herrmann, Rebecca Ison, Danielle Hook, Brian Johnson, Michelle Greengrass, Tamara Britton, Angie Sparks, Aneke Smit, Susanna Throne

1.2. Apologies

Nicki Crompton, Monica Brown

2. Confirmation of previous meeting minutes

Confirmed by Angie Sparks

Seconded

3. Correspondence in and out

Apex Form for BBQ Hire

Crazy Camel Fundraising Ideas Pack

4. Treasurer Report

Still awaiting for the \$50 deposit back from Apex

Actual Profit for Term 1 is \$2,425.54

 [Treasurers_Report_April_2018.pdf](#)

Tasks

 Follow up Apex deposit of \$50

Assignee: Alison Sander

Due date: 18-06-2018

5. Principal Report

Parent asked if the Soccer teams for the Winter Carnival will receive soccer tops to wear for next year. Brian will look into costs etc.

 [Principal_Report_May_2018.pdf](#)

6. General Business

6.1. School Banking Report

Nicki Crompton not at meeting and therefore could not give her report. Postpone to next meeting.

6.2. Shed Storage Shelving & Boxes

3 Shelving Units = \$117

3 Masonite Boards for backing of the shelving already cut to size = \$96

Vote on a budget of \$250 to have enough to cover costs - All in favour

Decision

Jenn to purchase the Shelving Units and Masonite Boards

6.3. WACSSO Conference Delegate Nominations

Registrations are now open.

Conference is on 18th & 19th August

1st person free; \$175/pp thereafter

Vote on 4 people max going (1 free + 3 extra) - All in favour

Decision needs to be made of who will be attending the conference.

Decision

4 people max to go to conference

Tasks

☒ Decide on who will be attending the conference

Assignee: Alison Sander

Due date: 31-05-2018

7. Fundraising

7.1. Mother's Day Update

First day ran really well. Yr 6 Leaders were confident and successful. Stock item amounts are running on schedule. Friday classes are concerned about stock levels by the time its their turn.

Students who are away or forgot money can purchase from the stall at recess on Wed-Fri or teacher can send over in their class time.

7.2. Father's Day

Jenn bought up an idea of having sessions at Gravity - Thoughts were not all dads may not physically be able to participate at Gravity and insurance with WACSSO would need to be checked. Discussed this option could be used as a Social Event instead.

Renee mentioned that we need someone to take on the event by sourcing ideas, costs, volunteers etc

Another idea mentioned was to reassess the idea of running the same type of event last year. Brian will check with Mark Sheedy if he is happy to help run it but with more helpers this time.

Possibly have pizza option again and maybe a gold coin donation to come along?

Decision

Tasks

- ✓ Follow up with Mark Sheedy
Assignee: Brian Johnson
Due date: 18-06-2018
- ✓ Find person to Co-Ordinate this event
Assignee: Alison Sander
Due date: 18-06-2018
- ✓ Follow up with WACSSO regarding insurance for Gravity
Assignee: Jennifer Herrmann
Due date: 18-06-2018

7.3. Sports Carnival

Talked about either doing Pizza again or back to Sausage Sizzle

Coffee van same as last year - Renee to follow up with him with a date and if he donated a portion of hi profits to TFPS P&C.

Decision

Tasks

- ✓ Follow up with coffee van
Assignee: Alison Sander
Due date: 18-06-2018

7.4. Photography Sessions

3 flyers attached

Brian happy for the Photographer to use the school if its bad weather on day of sessions

Vote - all in favour of going ahead with this fundraiser

Vote - all in favour of using Ingrid

 [Photography_Session_Fundraiser.docx](#)

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Decision

Going ahead with this fundraiser and will be using Ingrid

Tasks

- ☒ Advise Ingrid we have voted her to do the Photography Sessions
Assignee: Alison Sander
Due date: 11-05-2018

7.5. Christmas Event

16th December @4pm

Run by Dalyellup Playgroup sponsored by Shire of Capel

Makers Markets, Santa, Carols

P&C will sell leftover candles and glowsticks. Tamara Britton has advised she is happy to make Christmas Tree decorations and donate for the P&C to sell. Talked about running a Money Board Game stall.

Tasks

- ☒ Check Candles and Glow Sticks stock
Assignee: Jennifer Herrmann
Due date: 18-06-2018

7.6. Clear Accessories Stock

Renee has sourced a Mum from the school to fix any broken accessories

Renee has suggested to clear the stock we can sell on TidyHQ app for 50%.

advertise via skoolbag app, seasaw app and FB page.

Vote on the above - all in favour

Decision

Sell stock - 50% off

Tasks

- ☒ Advertise Stock Clearance
Assignee: Alison Sander
Due date: 18-06-2018

7.7. Halloween Stock

Motioned to discuss this at next meeting as a detailed list of what stock we had needs to be done up

all in favour

Decision

Tasks

- ☒ List of Halloween Stock for next meeting
Assignee: Jennifer Herrmann
Due date: 18-06-2018

7.8. Athletes Foot Fundraiser

Susanna mentioned she has stumbled across this fundraiser while purchasing from the store.

For every shoe purchased and Tuart Forest PS is listed as their school, Athletes Foot will donate \$5 to the school

TFPS P&C to advertise the deal. Money to be received by a cheque in March every year. Susanna will be the contact for this fundraiser.

Athlete's Foot require school logo to do up an E flyer. Brian to check if we can give them the logo to use.

Decision

Go ahead with this fundraiser

Tasks

- ☒ Fill in form and submit to Athlete's Foot
Assignee: Susanna Throne
Due date: 31-05-2018
- ☒ Check logo use
Assignee: Brian Johnson
Due date: 31-05-2018

8. Date of next Meeting

18th June 2018

6pm- 7.30pm

9. Close of Meeting

Renee closed the meeting at 7.10pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of TFPS P&C Meeting on 07-05-2018

Summary of Matters Arising

Decisions

Item Decision

6.2 Jenn to purchase the Shelving Units and Masonite Boards

6.3 4 people max to go to conference

7.2

7.3

7.4 Going ahead with this fundraiser and will be using Ingrid

7.6 Sell stock - 50% off

7.7

7.8 Go ahead with this fundraiser

Tasks

Item	Task	Assigned to	Due date
4.	Follow up Apex deposit of \$50	Alison Sander	18-06-2018
6.3	Decide on who will be attending the conference	Alison Sander	31-05-2018
7.2	Follow up with Mark Sheedy	Brian Johnson	18-06-2018
7.2	Find person to Co-Ordinate this event	Alison Sander	18-06-2018
7.2	Follow up with WACSSO regarding insurance for Gravity	Jennifer Herrmann	18-06-2018
7.3	Follow up with coffee van	Alison Sander	18-06-2018
7.4	Advise Ingrid we have voted her to do the Photography Sessions	Alison Sander	11-05-2018
7.5	Check Candles and Glow Sticks stock	Jennifer Herrmann	18-06-2018
7.6	Advertise Stock Clearance	Alison Sander	18-06-2018
7.7	List of Halloween Stock for next meeting	Jennifer Herrmann	18-06-2018
7.8	Fill in form and submit to Athlete's Foot	Susanna Throne	31-05-2018
7.8	Check logo use	Brian Johnson	31-05-2018

Summary of Attachments

Attachments

Item	File Name
4.	Treasurers_Report_April_2018.pdf
5.	Principal_Report_May_2018.pdf
7.4.	Photography_Session_Fundraiser.docx 31781869_10155977152595862_70743230880237....jpg

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [TFPS P&C Meeting](#)